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Provides step-by-step instructions to complete a variety of projects using Macromedia Flash 8, covering such topics as video captions, special effects, and portfolios. Offering an updated overview of the latest version of the popular spreadsheet program, an informative manual covers the entire gamut of how to build spreadsheets, add and format information, print reports, create charts and graphics, and use basic formulas and functions, and

includes helpful tips and step-by-step instruction in using the new user interface and tabbed toolbar. Original. (All Users) With iPhoto '09, Apple's popular photo organizer and editing program is better than ever. Unfortunately, intuitive as it may be, iPhoto still has the power to confuse anyone who uses it. That's why more people rely on our Missing Manual than any other iPhoto resource. Author and New York Times tech columnist David Pogue provides clear and objective guidance on every iPhoto feature, including new tools such as face recognition, place recognition based on GPS data, themed slideshows, online sharing, enhanced editing, and travel maps. You'll find step-by-step instructions, along with many undocumented tips and tricks. With iPhoto '09: The Missing Manual, you will: Get a course in picture-taking and digital cameras -- how to buy and use a digital camera, how to compose brilliant photos in various situations Import, organize, and file your photos -- and learn how to search and edit them Create slideshows, photo books, calendars, and greeting cards, and either make or order prints Share photos on websites or by email, and turn photos into screensavers or desktop pictures Learn to manage your Photo Libraries, use plug-ins, and get photos to and from camera phones There's much more in this comprehensive guide. Discover today why iPhoto '09: The Missing Manual is the top-selling iPhoto book. Cascading Style Sheets can turn humdrum websites into highly-functional, professional-looking destinations, but many designers merely treat CSS as window-dressing to spruce up their site's appearance. You can tap into the real power of this tool with CSS: The Missing Manual. This second edition combines crystal-

clear explanations, real-world examples, and dozens of step-by-step tutorials to show you how to design sites with CSS that work consistently across browsers. Witty and entertaining, this second edition gives you up-to-the-minute pro techniques. You'll learn how to: Create HTML that's simpler, uses less code, is search-engine friendly, and works well with CSS Style text by changing fonts, colors, font sizes, and adding borders Turn simple HTML links into complex and attractive navigation bars -- complete with rollover effects Create effective photo galleries and special effects, including drop shadows Get up to speed on CSS 3 properties that work in the latest browser versions Build complex layouts using CSS, including multi-column designs Style web pages for printing With *CSS: The Missing Manual, Second Edition*, you'll find all-new online tutorial pages, expanded CSS 3 coverage, and broad support for Firefox, Safari, and other major web browsers, including Internet Explorer 8. Learn how to use CSS effectively to build new websites, or refurbish old sites that are due for an upgrade.

Welcome to Dreamweaver CS3. This new version of the popular web design software offers a rich environment for building professional sites, with drag-and-drop simplicity, clean HTML code, and dynamic database-driven web site creation tools. Moreover, it's now integrated more tightly with Adobe's other products: Photoshop, InDesign, Flash, and their siblings. But with such sophisticated features, the software isn't simple. So say hello to *Dreamweaver CS3: The Missing Manual*, the fifth edition of this bestselling book by experienced web site trainer and author David McFarland. This book helps both first-time and experienced web designers bring

stunning, interactive web sites to life. With jargon-free language and clear descriptions, this new edition addresses both beginners who need step-by-step guidance as well as long-time Dreamweaver users who need a handy reference to address the inner-workings of the program. Dreamweaver CS3: The Missing Manual teaches designers how to construct and manage web sites by examining web-page components and Dreamweaver's capabilities through "live examples". With a complete A-Z guide to designing, organizing, building and deploying a web site for those with no web design experience, this book: Takes you through the basics to advanced techniques to control the appearance of your web pages with CSS Shows you how to design dynamic database-driven web sites, from blogs to product catalogs, and from shopping carts to newsletter signup forms Teaches you how to master your web site, and manage thousands of pages effortlessly Witty and objective, Dreamweaver CS3: The Missing Manual is a must for anyone who uses this highly popular program, from beginners to professionals. Altogether, it's the ultimate atlas for Dreamweaver CS3. A guide to Flash CS5 covers the basics of animation, ways to create movement between images, adding audio and video, creating reusable elements, and testing and publishing Web sites. A guide to the project management tool covers such topics as estimating work time, setting up a project schedule, building a team, setting up a budget, tracking progress, evaluating performance, and reporting on projects. Flash CS3 is the premier tool for creating web animations and interactive web sites, can be intimidating to learn. This entertaining reference tutorial provides a

reader-friendly animation primer and a guided tour of all the program's tools and capabilities. Beginners will learn to use the software in no time, and experienced users will quickly take their skills to the next level. The book gives Flash users of all levels hands-on instructions to help them master: Special effects Morphing Adding audio and video Introducing interactivity And much more With Flash CS3: The Missing Manual you'll be able to turn an idea into a Flash animation, tutorial, or movie. This book will help you create online tutorials, training materials and full-blown presentations. It also teaches design principles throughout and helps you avoid elements that can distract or annoy an audience. This is the first new release of Flash since Adobe bought Macromedia, which means that it's the first version that will integrate easily with other Adobe products. It's a whole new ballgame when it comes to Flash, and Flash CS3: The Missing Manual offers you complete and objective coverage. It's the perfect companion to this powerful software. If you need to get to grips fast with creating interactive graphics and animation in Flash - then look no further! Whether you are a new user or a professional, this highly visual book is all you need to get up and running with the latest powerful upgrade - Macromedia Flash 8. Birgitta Hosea breaks down the software into its main components and offers simple, visual step-by-step instructions to explain the fundamental practical techniques you need to create finished projects. The accessible style and structure lets you dip in and out when working on a project, or work straight through to explore more of the program's capabilities and develop your skills. Written by a designer for designers The Focal

Easy Guide to Macromedia Flash 8 offers a thorough coverage of the basic features of Flash, without going into in-depth coding with ActionScript. Birgitta Hosea is a motion graphics artist and Course Director of the London Animation Studio at Central Saint Martins College of Art and Design. Her experience ranges from designing moving branding to art directing pop promos and short films. A Volume in The Focal Easy Guide Series. The Focal Easy Guide series: . Starting working with new software immediately regardless of your level . Achieve professional results, learn practical skills from industry experts . Focused, user-friendly coverage of the key tools you need to know Explains how to use the portable music player with a Windows PC or a Macintosh computer to perform functions including play music, store personal contact and calendar information, and use as a video player. Offers coverage of all five versions of Windows Vista, offering a guide to help users navigate the desktop, deal with the new user interface and search functions, use the Media Center, deal with the new Internet Explorer 7 tabbed browser, and build a netw A new handbook not only covers the basics and new features of PowerPoint 2007, but also teaches users how to combine multimedia, animation, and interactivity into a presentation; how to take full advantage of advanced functions; and how to create reusable Photoshop Elements 7 includes lots of new tools for sprucing up your photos, like the Scene Cleaner that lets you get rid of unwanted elements and the Smart Brush that makes touch-ups a breeze. But the one thing you won't find in Elements is reader-friendly guidance on how to get the most out of this powerful program. Enter Photoshop

Elements 7: The Missing Manual, ready to explain not only how the tools and commands work, but when to use them. With this bestselling book (now in its 5th edition), you'll learn everything from the basics of loading photos into Elements to the new online photo-sharing and storage service that Adobe's offering (for free!) at Photoshop.com. There's so much to Elements 7 that knowing what to do -- and when to do it -- is tricky. That's why this book carefully explains all the tools and options by putting each one into a clear, easy-to-understand context. Learn to import, organize, and fix photos quickly and easily Repair and restore old and damaged photos, and retouch any image Jazz up your pictures with dozens of filters, frames, and special effects Learn which tools the pros use -- you'll finally understand how layers work! Create collages and photo layout pages for scrapbooks and other projects Fix your photos online and synch the changes to your own photo library As always, author Barbara Brundage lets you know which features work well, which don't, and why -- all with a bit of wit and good humor. Dive into Adobe's outstanding photo editor and find out why this Missing Manual is the bestselling book on the topic. This guide provides a primer on animation, which helps you get comfortable with the Flash interface. It also covers advanced animations, including adding special effects and audio, video, and interactivity to your presentations. It shows how to use a dollop of ActionScript to customize your content. Macromedia's Flash 8 is the world's premier program for adding animation to websites. And with the latest version, this popular program becomes more versatile, letting beginning webmasters and expert developers alike create

sophisticated web content. But Flash isn't intuitive. And it doesn't come with a manual. Whether you want to learn the basics or unleash the program's true power, **Flash 8: The Missing Manual** is the ideal instructor. This hands-on guide to today's hottest web design tool is aimed at nondevelopers, and it teaches you how to translate your ideas into great web content. It begins with a solid primer on animation, which helps you get comfortable with the Flash interface. Once you have these basics under your belt, **Flash 8: The Missing Manual** moves on to advanced animations, including adding special effects and audio, video, and interactivity to your presentations. When you're really feeling steady, the book shows how to use a dollop of ActionScript to customize your content. It then teaches you how to publish your Flash creations for web surfers everywhere to enjoy. Along the way, the book shows you good design principles and helps you avoid elements that can distract or annoy an audience. Author Emily Vander Veer has more than a dozen books to her credit, including titles on web design and scripting--most written for non-technical readers. Her background makes her the perfect author for a straightforward book on a complex subject. She takes **Flash 8: The Missing Manual** from the basics to the advanced, yet avoids a hasty jump into tough topics that can leave readers confused. Not only will **Flash 8: The Missing Manual** help you turn a concept into unique, dynamic content, but it will continue to serve as a reference as you develop your website. Bursting with new features, Apple's iMovie '09 is vastly more usable and complete than iMovie '08 -- amazing right out of the box. But the box doesn't include a good user's guide, so learning these applications is another

matter. iMovie '09 and iDVD: The Missing Manual gets you up to speed on everything you need to turn raw digital footage into highly creative video projects. You get crystal-clear, jargon-free explanations of iMovie's new video effects, slow & fast motion, advanced drag & drop, video stabilization, and more. Author and New York Times tech columnist David Pogue uses an objective lens to scrutinize every step of process, including how to:

- Organize your videos just like your photos, and precisely edit with ease**
- Work on multiple iMovie projects at once and drag & drop clips among them**
- Integrate with other iLife programs to use songs, photos, and an original sound track**
- Output your creation to a blog, its own web page, or as a video podcast with iWeb**
- Understand basic film techniques to improve the quality of the video you bring to iMovie**
- From choosing and using a digital camcorder to burning the finished work onto DVDs, posting it online, or creating versions for iPod and iPhone, iMovie '09 & iDVD: The Missing Manual helps you zoom right in on the details.**

Fast-paced and easy to read, this new book teaches you the basics of PowerPoint 2007 so you can start using the program right away. This concise guide shows readers how to work with PowerPoint's most useful features and its completely redesigned interface. With clear explanations, step-by-step instructions, lots of illustrations, and plenty of timesaving advice, PowerPoint 2007 for Starters: The Missing Manual will quickly teach you to:

- Create, save, set up, run, and print a basic bullets-and-background slideshow**
- Learn how to add pictures, sound, video, animated effects, and controls (buttons and links) to your slides**
- Discover how to incorporate text, spreadsheets,**

and animations created in other programs The new PowerPoint is radically different from previous versions. Over the past decade, PowerPoint has grown in complexity, but its once-simple toolbar has been packed with so many features that not even the pros could find them all. For PowerPoint 2007, Microsoft redesigned the user interface completely, adding a tabbed toolbar that makes every feature easy to locate. Unfortunately, Microsoft's documentation is as scant as ever, so even if you find the features you need, you still may not know what to do with them. But with this book, you can breeze through the new user interface and its timesaving features in no time. PowerPoint 2007 for Starters: The Missing Manual is the perfect primer for anyone who needs to create effective presentations. Unlock the power of Flash and bring gorgeous animations to life onscreen. It's easy with Flash CS4: The Missing Manual. You'll start creating animations in the first chapter, and will learn to produce effective, well-planned visuals that get your message across. This entertaining new edition includes a complete primer on animation, a guided tour of the program's tools, lots of new illustrations, and more details on working with video. Beginners will learn to use the software in no time, and experienced Flash designers will improve their skills. Expanded and revised to cover the new version of Flash, every chapter in this book provides step-by-step tutorials to help you: Learn to draw objects, animate them, and integrate your own audio and video files Add interactivity, use special effects, learn morphing, and much more Check your work with the book's online example files and completed animations Discover new Flash toolkits and features such as

Frameless Animation Use every timesaving aspect of Flash CS4, such as Library objects and Symbols Learn how to automate your drawings and animations with ActionScript 3.0 With this book, absolutely no programming is necessary to get started with Flash CS4. Flash CS4: The Missing Manual explains in jargon-free English exactly what you need to know to use Flash effectively, while avoiding common pitfalls, right from the start. Puzzles and brain twisters to keep your mind sharp and your memory intact are all the rage today. More and more people -- Baby Boomers and information workers in particular -- are becoming concerned about their gray matter's ability to function, and with good reason. As this sensible and entertaining guide points out, your brain is easily your most important possession. It deserves proper upkeep. Your Brain: The Missing Manual is a practical look at how to get the most out of your brain -- not just how the brain works, but how you can use it more effectively. What makes this book different than the average self-help guide is that it's grounded in current neuroscience. You get a quick tour of several aspects of the brain, complete with useful advice about: Brain Food: The right fuel for the brain and how the brain commands hunger (including an explanation of the different chemicals that control appetite and cravings) Sleep: The sleep cycle and circadian rhythm, and how to get a good night's sleep (or do the best you can without it) Memory: Techniques for improving your recall Reason: Learning to defeat common sense; logical fallacies (including tactics for winning arguments); and good reasons for bad prejudices Creativity and Problem-Solving: Brainstorming tips and thinking not outside the box, but about the box

-- in other words, find the assumptions that limit your ideas so you can break through them

Understanding Other People's Brains: The battle of the sexes and babies developing brains

Learn about the built-in circuitry that makes office politics seem like a life-or-death struggle, causes you to toss important facts out of your memory if they're not emotionally charged, and encourages you to eat huge amounts of high-calorie snacks.

With Your Brain: The Missing Manual you'll discover that, sometimes, you can learn to compensate for your brain or work around its limitations -- or at least to accept its eccentricities. Exploring your brain is the greatest adventure and biggest mystery you'll ever face. This guide has exactly the advice you need. Explains how to get accustomed to the new operating system and master its features, covering topics such as using menus and control panels, networking multiple PCs, and finding lost files. If you've got your hands on this year's hottest new smartphone, you'll want the book that covers it inside and out: **Palm Pre: The Missing Manual**. This beautiful, full-color book from USA Today personal-technology columnist Ed Baig will help you go from newcomer to expert in no time. The maker of the legendary Palm Pilot is back on center stage with a smartphone that lets you browse the Web, listen to music, watch video, view pictures, and a lot more. **Palm Pre: The Missing Manual** provides you with everything you need to know to get the most out of this amazing mobile tool. Get to know the touchscreen, and learn to navigate by tapping, swiping, dragging, flicking, and pinching Link your contacts, merge calendars, combine email accounts, and more by syncing your phone over the Web Stay in touch with

other people by using the Pre as a full-featured phone and organizer Use it for email, texting, chatting, and as an efficient web browser Take advantage of the Pre as a complete media center to store, sort, play, stream music and video, and sync with iTunes Take and view photos, import images, and share them with others You can build everything from simple animations to full-fledged iPhone, iPad, and Android apps with Flash CS6, but learning this complex program can be difficult—unless you have this fully updated, bestselling guide. Learn how to create gorgeous Flash effects even if you have no programming experience. With **Flash CS6: The Missing Manual**, you'll move from the basics to power-user tools with ease. The important stuff you need to know: Learn animation basics. Turn simple ideas into stunning animations—in the very first chapter. Master Flash's tools. Learn the animation and effects tools with clear explanations and hands-on examples. Use 3D effects. Rotate objects and make them move in three dimensions. Create lifelike motion. Use the IK Bones tool to simulate realistic body movements and other linked motions. Build apps that work anywhere. Create apps just for iOS or Android devices—or one app that works on mobile devices and desktops. Add multimedia. Incorporate your own audio and video files into Flash. Create rich interactive animations. Dive into advanced interactivity with easy-to-learn ActionScript examples. Netbooks are the hot new thing in PCs -- small, inexpensive laptops designed for web browsing, email, and working with web-based programs. But chances are you don't know how to choose a netbook, let alone use one. Not to worry: with this **Missing Manual**, you'll learn which netbook is right for

you and how to set it up and use it for everything from spreadsheets for work to hobbies like gaming and photo sharing. Netbooks: The Missing Manual provides easy-to-follow instructions and lots of advice to help you: Learn the basics for using a Windows- or Linux-based netbook Connect speakers, printers, keyboards, external hard drives, and other hardware Get online using a wireless network, a public network, broadband cards, or dial-up Write email, browse the Web, transfer bookmarks, and add tools to your web browser Use business tools like Google Docs and Office for Netbooks Collaborate with others online via instant messaging Edit and share photos, play games, listen to music, and watch TV and movies online You'll also learn about web-based backup and storage, staying secure online -- especially when using wireless networks -- and tips for troubleshooting. Netbooks point to the future of computing, and Netbooks: The Missing Manual will show you how to get there. Taking care of the earth is more important than ever, but the problems we're facing can seem overwhelming. Living Green: The Missing Manual helps make earth-friendly decisions more manageable by narrowing them down to a few simple choices. This all-in-one resource is packed with practical advice on ways you can help the environment by making simple changes in your home routine, work habits, and the way you shop and get around town. You don't have to embark on a radical new lifestyle to make a difference. Living Green: The Missing Manual shows you how small changes can have a big impact. With this book, you will: Learn how to make your home energy efficient and free of toxic chemicals Discover how to reduce waste, repurpose and recycle,

and do more with less Build and remodel earth-friendly homes with new techniques and materials Learn tips for buying organic food and what it takes to grow your own Get helpful information on fuel-efficient cars, including hybrid and electric models Make your workplace greener and more cost-effective -- from changes at your desk to suggestions for company-wide policies Explore how to choose renewable energies, such as wind and solar power The book also provides you with ways to connect with like-minded people and offers a survey of exciting new green technologies. Learn how you can help the planet with Living Green: The Missing Manual. Explores CSS tasks and discusses such topics as creating usable Web designs, controlling typography, and choosing appearance-enhancing colors and backgrounds. Flash is a necessary and immensely creative tool that dramatically increases the opportunities of any amateur photographer. However, many amateurs find flash intimidating, unsure of where to begin. Instead, they continue limiting themselves to shooting only available light. Understanding Flash Photography is a guide to off-camera flash, helping free photographers from "auto" to get the images they want when natural light isn't enough. If you've been afraid to venture past natural light, here is the book that will finally help you explore the exciting possibilities of artificial light. Author Bryan Peterson starts by breaking down how flash works, then dispels the widely held myth that automatic "TTL" flash exposure is easier, explaining how to quickly master manual flash exposure to control the quality, shape, and direction of light. For the hundreds of thousands who found Understanding Exposure an exciting tool in moving past "auto" exposure

in available light, Understanding Flash Photography is the essential companion to mastering the often challenging exposure puzzle. You can build everything from simple animations to full-fledged iOS and Android apps with Flash CS5.5, but learning this complex program can be difficult—unless you have this fully updated, bestselling guide. Learn how to create gorgeous Flash effects even if you have no programming experience. With Flash CS5.5: The Missing Manual, you'll move from the basics to power-user tools with ease. Learn animation basics. Discover how to turn simple ideas into stunning animations. Master Flash's tools. Learn the animation and effects tools with clear explanations and hands-on examples. Use 3D effects. Rotate objects and make them move in three dimensions. Create lifelike motion. Use the IK Bones tool to simulate realistic body movements and other linked motions. Build apps for tablets and smartphones. Create the next generation of iPhone, iPad, and Android apps. Add multimedia. Incorporate your own audio and video files into Flash. Create rich interactive animations. Dive into advanced interactivity with easy-to-learn ActionScript examples. After more than two years, Adobe has finally released a new version of Photoshop Elements for the Mac. Version 6 packs a lot more editing firepower than iPhoto, and this Missing Manual puts every feature into a clear, easy-to-understand context -- something that no other book on Elements does! Photoshop Elements 6 is perfect for scrapbooking, making fancy photo collages, and creating Web galleries. It has lots of new features such as Guided Edit for performing basic editing tasks, an improved Photomerge feature, a handy Quick Selection Tool, and much more.

But knowing what to do and when is tricky. Photoshop Elements 6 for Mac: The Missing Manual explains not only how the tools and commands work, but when to use them. With it, you will: Learn to import, organize, and fix photos quickly and easily. Repair and restore old and damaged photos, and retouch any image. Jazz up your pictures with dozens of filters, frames, and special effects. Learn which tools the pros use -- you'll finally understand how layers work! Create collages and photo layout pages for greeting cards and other projects. Get downloadable practice images and try new tricks right away. This full-color guide starts with the simplest functions and progresses to increasingly complex features of Elements. If you're ready for the more sophisticated tools, you can easily jump around to learn specific techniques. As always, author Barbara Brundage lets you know which Elements features work well, which don't, and why -- all with a bit of wit and humor. Don't hesitate: Now that Adobe's outstanding photo editor has been updated for the Mac, dive in with Photoshop Elements 6 for Mac: The Missing Manual right away. With Photoshop Elements 6, the most popular photo-editing program on Earth just keeps getting better. It's perfect for scrapbooking, email-ready slideshows, Web galleries, you name it. But knowing what to do and when is tricky. That's why our Missing Manual is the bestselling book on the topic. This fully revised guide explains not only how the tools and commands work, but when to use them. Photoshop Elements 6 is packed with new features. You get a new Quick Edit function, Windows Vista compatibility, improved RAW conversion, a handy Quick Selection Tool, and more. In fact, there's so much to the

latest version that it can be quite confusing at times. **Photoshop Elements 6: The Missing Manual** carefully explains every feature the program has to offer by putting each one into a clear, easy-to-understand context --something no other book does! Learn to import, organize, and fix photos quickly and easily. Repair and restore old and damaged photos, and retouch any image. Jazz up your pictures with dozens of filters, frames, and special effects. Learn which tools the pros use -- you'll finally understand how layers work! Create collages and photo layout pages for greeting cards and other projects. Get downloadable practice images and try new tricks right away. This guide progresses from simple to complex features, but if you're ready for the more sophisticated tools, you can easily jump around to learn specific techniques. As always, author Barbara Brundage lets you know which Elements features work well, which don't, and why -- all with a bit of wit and good humor. Don't hesitate. Dive into Adobe's outstanding photo editor with **Photoshop Elements 6: The Missing Manual** right away.

The Internet is almost synonymous with change--that's one of its charms, and one of its headaches. You may think you know the Internet, but are you really up to speed on internet telephones, movie and TV downloading, blogging, gaming, online banking, dating, and photosharing? This utterly current book covers: **Getting Online**. Readers will have all the information they need to decide what kind of broadband connection works best for them, which browser they should use, and what kind of spyware-fighting and virus-and spam-protection measures they need to protect themselves. **Finding Information**. Google may be the leading search site, but

it's certainly not the only game in town. This book introduces a diverse and useful collection of sites that help uncover everything from health care information, to shopping, travel and finance, to dependable reviews and ratings. Movies, music, and photos. The Web's teeming with entertainment--and not just the sort of postage-stamp sized videos that only a geek could love. Learn where to download movies, watch TV online, listen to music, play games, and post and share photos with friends. Keeping in touch. Email's only the beginning. This book introduces readers to the many tools that make the modern Internet such a great way to stay connected. From Web-based discussion groups to instant messaging programs, and from blogs and podcasts to Internet-based phone calls, this book will help you join the conversation. Ideal for anyone just venturing into cyberspace, this book is also perfect for more experienced users who could use an update to today's most exciting internet applications. The ActionScript 2.0 Language Reference for Macromedia Flash 8 is a comprehensive reference manual that describes the application programming interface (API) for Macromedia Flash Player. It includes valuable syntax and usage information; descriptions of classes, functions, properties, and events; and code samples for every element in the ActionScript language. "Using the Flash IDE to build Flash animations and applications"--Cover.

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